



The City of Arlington, Texas is seeking a *Fire Chief*





The City of Arlington, Texas is seeking a progressive leader in Fire Service and Emergency Management

THE COMMUNITY

The City of Arlington (pop. 370,450), now the seventh largest city in Texas, is seeking a results-oriented executive to serve as Fire Chief. Located in the Dallas/Fort Worth Metroplex, Arlington is a full-service city supported by a total budget of \$383.3 million and a full-time staff of 2,459.

The City offers many amenities including superior, affordable housing; quality school districts; and the University of Texas at Arlington, with 29,000 students. Arlington has major corporate presence from General Motors, Siemens, Daskocil and L3 Communications.

The City's entertainment district, with premiere amusement parks, the Texas Rangers Baseball Club and the Cowboys Stadium, draws over 6.8 million visitors a year. Additionally, both Dallas and Fort Worth have world-class orchestras, theaters, and some of the finest museums in the world, all less than 30 minutes away. Arlington is an exciting place to live and work and offers something for everyone.

Over the past 20 years, Arlington's population has doubled. A pivotal time in the City's history, Arlington's leaders are preparing to build out and strategically positioning the organization to address the resulting challenges of continued growth and service delivery issues that are increasingly complex.

ARLINGTON STATISTICS

Founded 1875, incorporated April 21, 1884 • **Population** 370,450 (NCTCOG 2009 population estimate) • **Land Area** approximately 100 square miles • **City of Arlington Property Tax Rate** .6480 per \$100 valuation

Median Age 30.9 years old • **Median Household Income** \$48,617

Served by Two Institutions of Higher Learning: University of Texas at Arlington, Tarrant County College Southeast Campus • **Served by Four Independent School Districts:** Arlington ISD, Kennedale ISD, Mansfield ISD, Grand Prairie ISD

Population by Race and Ethnicity*: White 62.1%, Black or African American 16.1%, American Indian and Alaska Native 0.5%, Native Hawaiian and Other Pacific Islander 0.1%, Two or more races 2.3%, Hispanic (of any race) 26.4%, Other 11.1% *Source: U.S. Census Bureau, 2008 American Community Survey (ACS)

Parks & Recreation: Park acres 4,651, Recreation Centers 5, Senior Centers 2, Tennis Courts 49, Swimming Pools 7, Miles of Park Trail - 44, Basketball Courts 21, Golf Courses 4, Softball Complexes 2

Visitors to Arlington: 6.8 million

Deputy City Manager Neighborhood Services



The Neighborhood Services Group

The Fire Department is responsible for fire prevention, fire suppression, rescue, hazardous materials mitigation, emergency medical services, and emergency management coordination. The department also monitors the performance of the ambulance contractor. It's mission is to maintain a fit and healthy team that responds quickly, makes a positive difference, and returns home safely.

The Community Services Department serves Arlington's citizens by providing services which promote healthy neighborhoods. Its mission is to engage, connect, and protect the citizens of the City of Arlington. Department programs include Administration, Animal Services, Code Compliance, Environmental Health Inspections, Operations Support and Housing Assistance.

The Library Services Department provides library services, equipment and collections for the citizens of Arlington, including materials for all ages, in a variety of languages and formats. Principal library services include public computing, reference and research expertise, information literacy classes for adults and children, community outreach, story times and special literary events for children and teenagers, multicultural activities and special interest seminars for adults. The mission of the Library is to open doors to a world of ideas, information, and imagination, thereby enhancing the economic, social, and cultural vitality of our diverse community.

The Parks and Recreation Department is responsible for the majority of the City's leisure service programs and resources. The mission of the department is to provide quality facilities and services that are responsive to a diverse community and sustained with a focus on partnerships, innovation and environmental leadership.

The City of Arlington's **Police Department** enforces state and local criminal laws. Uniformed officers are on the front lines dealing with crime detection and prevention. Investigators analyze and help prosecute crimes, and the central jail facility holds adult prisoners. The Police Department works out of multiple locations throughout the city. The officers and professional staff of the Arlington Police Department are committed to the philosophy of "Community-Based" policing and providing the best possible service to its citizens.

The City of Arlington has concurrent CALEA accreditation for their law enforcement, public safety communications and public safety training agencies. This significant accomplishment has been achieved by very few cities and further supports our reputation as one of the finest public safety teams in the nation.

City of Arlington, Texas

Source: Census 2000

CITY GOVERNMENT

The City of Arlington operates under the Council-Manager form of government. The City has eight Council members and a mayor. Five of the Council members are elected from geographic districts and three are elected at-large. An independently elected mayor serves a two-year term. The Council appoints the City Manager, City Attorney, City Auditor and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. Jim Holgersson has been serving as City Manager since June 2005.

Arlington is consistently ranked as one of the best managed cities in the nation. To learn more about the City of Arlington, visit the City's website at www.arlingtontx.gov.



CITY MANAGER'S OFFICE

The Arlington City Manager's Office is organized in three groups (Neighborhood Services, Capital Investment and Economic Development, and Strategic Support) with each being overseen by a Deputy. The responsibilities for each portfolio are as follows:

- **Neighborhood Services** – Police, Fire, Library, Community Services and Parks and Recreation.
- **Capital Investment and Economic Development** – Water Utilities, Public Works and Transportation, Economic Development, Community Development and Planning, Aviation, Convention Center, partnerships with the Convention and Visitors Bureau and Chamber of Commerce.
- **Strategic Support** – Financial and Management Resources, Workforce Services, Information Technology and Municipal Court.

The culture in the City Manager's Office is engaging, inclusive, and professional. Deputy City Managers are heavily relied upon for the oversight of day-to-day operations, as well as significant organizational management and decision-making.

CURRENT ISSUES

Performance Based Budgeting

The City of Arlington has an integrated performance based budget, which links the budget with organizational performance, the City's strategic plan and community priorities. Priorities include:

- Being a city where people feel safe anywhere, all the time as well as enhancing and preserving neighborhoods.
- Regional shared services opportunities for key investments such as 911 call take and communication systems integration.
- Regional public safety cooperation also plays a big role in the successful execution of special events in Arlington's entertainment district. Such partnerships will be vital as Arlington hosts the Super Bowl in February 2011.
- Continuing efforts to enhance the diversity of Fire department staff through strategic recruitment and employee development.
- Ensuring knowledge transfer and continuity of service through the potential baby boomer retirement wave.

FY 2010 Budget Highlights

The FY 2010 Budget funds a variety of City programs and services, including 2,459 authorized full-time positions, grant funding for 20 police officers and a strategic response team, and technology improvements for Dispatch. The budget also funds investments in economic development initiatives, infrastructure and continued investments in neighborhoods. Increased security at the Central Library and a competitive benefits and compensation package for employees are also addressed within a balanced budget with no property tax increase.

Cowboys Stadium

The Cowboys Stadium is a state-of-the-art complex which seats about 100,000. It is a major hub for sports and entertainment events, and will be the host site for the 2011 Super Bowl. Since the stadium opened on June 6, 2009, over 30 events have been hosted including concerts, college football and basketball games, NBA All-Star game, soccer, boxing, bull-riding and monster trucking.



Statistics

The Arlington Fire Department protects residents within 100 square miles with 428 positions (284 sworn). Resources include a \$45,879,400 operating budget; 16 fire stations which house 16 pumper engines and 5 quints; a dive/swift water rescue team; a technical rescue team; and a hazardous materials response team. All first responders are certified EMT-Intermediates or Paramedics. The Fire Department operates a Type 1 Bomb Squad with 6 bomb technicians and 6 explosive ordnance disposal (EOD) canine teams.

In fiscal year 2009, the Fire Department responded to 30,955 incidents: 1,106 fires; 14,753 emergency medical service; and 15,096 other incidents which include rescues, good intent, false alarms, severe weather, hazardous conditions and overpressure rupture incidents.



THE POSITION

Job Summary

Plans, directs and monitors the fire suppression and rescue, emergency medical services, fire prevention and investigation, hazardous materials mitigation, emergency management and disaster risk reduction, ambulance contract and general administration functions of the Fire Department.

Essential Job Functions

- Ability to plan and execute the development and maintenance of the department as a key service provider in impacting the quality of life for people in the community through short and long range plans, goals and objectives.
- Ability to direct, oversee and participate in the development and maintenance of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Ability to manage and participate in the development and administration of the department budget; forecast and direct efficient and effective use of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Ability to oversee the selection, training, motivation and evaluation of personnel.
- Ability to coordinate activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary communications

Education and Experience

- Bachelor's degree from an accredited college or university in Fire Science, Fire Management, Public Administration, or closely related field plus eight (8) years increasingly responsible command and supervision experience in an organized fire department, including five (5) years of management responsibility at the Assistant Chief or higher level. Any equivalent combination of education and/or experience may be substituted for the above.
 - Possess the ability to obtain a Master Firefighter Certificate as issued by the Texas Commission on Fire Protection Standards Division within one (1) year of employment.
 - Possess a valid Texas Driver's License, Class C.

Knowledge, Skills and Abilities Required

- Knowledge of the principles of administration, organization, personnel management and budgeting, as applied to a municipal fire department.
- Knowledge of the capabilities and limitations of modern fire fighting and emergency equipment/apparatus.
- Knowledge of theories, principles, and methods, as applied to fire suppression and prevention operations.
- Knowledge of federal laws and national/international standards, issues, and trends as applied to the fire service.
- Knowledge of federal laws and/or regulations as applied to emergency medical services systems.
- Skill in dealing with divergent personalities diplomatically and effectively while not being intimidated or deterred from offering professional counsel and leadership.
- Skill in establishing and maintaining effective communication with Fire Department and other City personnel, local officials, other fire fighting agencies, the community, the media and the public.
- Skill in planning, directing and monitoring operations involving the activities of the Fire Department.
- Skill in directing and monitoring the activities of the Emergency Operations Center.
- Ability to set a positive example of competence, professionalism, energy, and work ethic to the organization and community at large.
- Ability to communicate effectively orally and in writing to respond to questions or complaints from City management and citizens.
- Ability to demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality and seamless customer service.
- Ability to stay abreast of new trends and innovations in the field of fire science.
- Ability to recognize or identify the existence of problems, and generate or conceive new or innovative ideas or solutions to those problems.
- Ability to critically evaluate information of an uncertain or opposing nature.
- Ability to plan, organize, monitor and evaluate subordinates to accomplish unit objectives.

Compensation and Benefits

\$108,765 - \$135,956 per year, depending on qualifications

- Number of Paid Holidays: 11
- Number of Vacation Days: 20
- Number of Paid Sick Leave Days: 15 (accrued annually)
- Longevity/Stability Pay
- Comprehensive Medical/Dental Plans
- Vision Plan
- Life Insurance
- Texas Municipal Retirement System with 2:1 match
- Optional 401(k) and 457
- Long-term Disability
- Medical and Dependent Care Flexible Spending Accounts
- Education Assistance
- Wellness Incentive Program

APPLICATION PROCESS

Candidates are encouraged to apply immediately by submitting a comprehensive resume, compelling cover letter, current salary, and a minimum of six (6) work related references. This position is open until filled. The review of resumes will begin on June 7, 2010. Interested candidates can apply by emailing apply@ralphandersen.com. Electronic submittals are preferred.

Or submit via regular mail or fax to:

Ralph Andersen & Associates • 5800 Stanford Ranch Road, Suite #410 • Rocklin, California 95765 • Fax: 916-630-4911

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. The selection process may also involve a professional panel and a supplemental questionnaire. References will not be contacted until mutual interest has been established. It is anticipated that the newly selected Fire Chief will join the City of Arlington in August or at a mutually agreeable date. Visit www.ralphandersen.com for more information. Confidential inquiries are welcomed to Robert Burg at 916-630-4900. Under Texas Open Records statutes, the identities of applicants are subject to public disclosure.

The City of Arlington is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.

